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Privacy Notice

Job applicants

General

As part of any recruitment process, Hitachi Zosen Inova AG and its subsidiaries as listed in the Section Controllers' Identity and Contact Details below ("HZI") process personal and special category data (together "your data") relating to job applicants. Processing includes to access, read, collect, record, organize, store, modify, retrieve, analyse, transmit, disseminate, delete or destroy your data.

HZI is committed to being transparent about how it processes your data and to meeting its data protection obligations under the relevant data protection laws, especially the Federal Act on Data Protection (FADP)¹, the EU GDPR², the UK GDPR³, and other applicable State legislation.

There is no legal or contractual obligation for you to share any of your data, however, if you do not share data that is necessary for HZI to conduct the recruitment process with you, HZI may not be able to consider you as an applicant. You may amend or withdraw your application and attached documents in the platform any time.

What information does HZI process?

The organisation processes a range of information about you. This may include, beside others:

- your name, address and contact details, including email address, photo, telephone number, your date of birth;
- details of your education, other qualifications, skills, experience and employment history;
- information about your current job position, level of remuneration, including benefit entitlements;
- information about your entitlement to work in the country where you applied (incl. citizenship);
- information about your ethnic origin, and health (only if required by local legislation; please see part Country Specifics below),
- Where permitted CCTV footage on HZI premises

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs, certificates or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

HZI may also collect your data from third parties, such as references supplied by former employers, recruitment agencies etc. HZI will seek information from third parties only to the extent this is required for the recruitment process.

Please do not send /upload information or documents containing special categories of personal data (Art. 9 of the GDPR)⁴ or sensitive data (Art. 5 of the FADP)⁵, unless you are specifically requested to do so (especially, if you have


¹ 235.1 Federal Act on Data Protection (Data Protection Act, FADP) of 25 September 2020 (Status as of 1 September 2023)

² Regulation (EU) 2016/679 of the European Parliament, known as the General Data Protection Regulation (GDPR)

³ Retained Regulation (EU) 2016/679 (UK GDPR) and the Data Protection Act 2018 (DPA 2018) as applicable to general processing of personal data (the UK GDPR regime)

⁴ Personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation

⁵ Data relating to religious, philosophical, political or trade union-related views or activities, data relating to health, the private sphere or affiliation to a race or ethnicity, genetic data, biometric data that uniquely identifies a natural person, data relating to administrative and criminal proceedings or sanctions, data relating to social assistance measures;

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a disability for which the organisation needs to make reasonable adjustments during the recruitment process in compliance with local legislation).

What is the purpose and the legal basis for processing your data?

HZI needs to process your data in order to contact you and carry out all relevant steps of the recruitment process. It also needs to process your data to enter into an employment contract with you.

In some cases, HZI will need to process your data to ensure that it is complying with its legal obligations. For example, it may be required to check a successful applicant's eligibility to work in the country where the position is located before employment starts.

When processing your data HZI is therefore relying on one or several of the legal basis defined in the applicable legislation, e.g., GDPR: Article 6 (1)(b) (performance of a contract or steps prior to entering into a contract), Article 6 (1)(f) (legitimate interest), Article 6 (1)(c) (complying with legal obligations), Article 6 (1)(a) (consent where required). Where other data protection laws exist other than GDPR, we process in line with local country regulations on data protection.

Processing your data allows HZI to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. HZI may also need to process your data to respond to and defend against legal claims.

Where HZI relies on legitimate interests as a reason for processing your data (to safeguard our rights and interests in the recruitment context), it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

Where HZI relies on a consent given by you, you may revoke this consent at any time for future processing of your data by HZI.

In exceptional cases, HZI may process certain health information if it needs to make adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment as required by local legislation.

HZI will not use your data for any purpose other than the recruitment exercise for which you have applied.


At the beginning of the application process you can provide a separate consent for the HZI Talent Pool (in the platform, so called Communities). With this additional consent we also may process your personal data for the purpose of recruitment for other suitable job positions available in our HZI Group during the agreed retention period (see retention periods in part Country Specifics below) or until you do withdraw your consent or application to the Talent Pool (Communities). You may withdraw your consent or application anytime (see part Withdrawal of your consent below). In case of this consent, you will be asked by recruiting representatives of HZI for which geographical area (country, region or all countries, in which the HZI Group is operating) you want to be considered.

Who has access to data?

Your data will be shared internally for the purposes of the recruitment process within the HZI Group while strictly keeping the need to know principle and the minimisation principle. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the recruitment process.

HZI may share your data with other HZI Group members to the extent this is required for the recruitment process and lawful under the applicable data protection laws.

HZI may share your data with third parties, such as service providers for recruitment applications, former employers to obtain references for you (we ask for references based on your prior consent) etc. HZI will not share your data

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with third parties, unless this is required for the recruitment process and/or in order to offer you employment.

HZI will not transfer your data to the third countries (i.e., outside the European Economic Area (EEA), Switzerland, UK or countries with an adequacy decision) unless the position you applied for is located there or a transfer is otherwise necessary (e.g., for the purpose of servicing the recruitment IT system by the provider SmartRecruiters GmbH and its contractually agreed sub processors). In case your data is transferred in a third country, HZI will ensure that such transfer will comply with the requirements of the applicable data protection laws. Where the country of transfer does not have an adequate level of protection for personal data, HZI will ensure legal compliance by using the appropriate means foreseen in the applicable legislation.

If the personal data are transferred to a third country, we usually use the following legislative provisions: (i) an adequacy decisions (Art. 16 (1) of the FADP or Art. 45 (1) of the GDPR / UK GDPR), (ii) an agreement containing model standard contractual clauses in compliance with data sharing (Art. 16 (2) letter d) of the FADP or Art. 46 (2) letter c) of the GDPR/UK GDPR), (iii) a conclusion or performance of a contract (Art. 17 (1) letter b) of the FADP or Art. 49 (1) letter b) or c) of the GDPR/UK GDPR) or a consent (Art. 17(1) letter a) of the FADP or Art. 49 (1) letter a) of the GDPR/UK GDPR) .

The lists of third countries, or the international organisation ensuring an adequate level of protection of personal data are:

For Switzerland: https://www.fedlex.admin.ch/eli/oc/2022/568/de#annex_1/lvl_u1

For EU: https://commission.europa.eu/law/law-topic/data-protection/international-dimension-data-protection/adequacy-decisions_en

For UK: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/international-transfers/international-transfers-a-guide/>

Generally, the HZI company where you applied for a position is the controller under the data protection legislation. If one job position is open for several countries, we process your data especially in the country where you applied for, based on that country legislation. However, in such a case, respective HZI companies may be in a position of joint controllers and we apply the strictest data protection legislation.

How does HZI protect your data?

HZI protects your data by taking appropriate technical and organisational security measures to prevent unauthorised access, improper use, alteration, disclosure, destruction and accidental loss.

Where and for how long does HZI keep your data?

Your data may be stored in a variety of locations including electronically on secure servers and in hard copy form in access-restricted locations such as locked filing cabinets or drawers.

If you are offered and you accept a job with HZI, your data will be transferred to a manual and/or an electric personnel file and retained during your employment. The periods for which your data will be held in such case will be provided to you in a separate privacy notice.


If your application for employment is unsuccessful, HZI will hold your data on file for six months after the end of your recruitment process. At the end of that period, your data is deleted or destroyed. HZI may ask for your consent to keep your data as part of a talent pool in order to consider your application for other roles that might be of interest to you. You can find particular retention periods in part Country Specifics below.

Your rights

As a data subject, you have a number of rights:

The right to be informed.

You have the right to be informed about the collection and use of your personal information. This means that we

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will provide you with details of how we use your personal information.

The right of access.

You have the right to access a copy of your personal information.

The right to rectification.

You have the right to rectification of information we have about you that you think is incorrect. We will take reasonable steps to check this for you and correct it.

The right to erasure.

You have the right to have your personal information deleted or removed if there is no reason for us to keep it. There may be legal or other official reasons why we must keep or use your personal information (e.g., for tax reason).

The right to restrict processing.

You have the right to restrict processing of your personal information. This means it can only be used for certain purpose, such as legal claims or to exercise legal rights.

The right to data portability.

You have the right to get certain personal information from us as a digital file. This means you can keep and use it yourself, and give it to other organisations if you choose to. If you want, we will give it to you in an electronic format that can be easily re-used, or you can ask us to pass it on to other organisations for you.

The right to object.

You have the right to object to us keeping or using your personal information. There may be legal or other official reasons why we must keep your personal information.

The right to withdraw consent.

You have the right to withdraw your consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

If you would like to exercise any of these rights, please contact the Group Data Protection Officer (contact details below). Sometimes, the legislation stipulates further conditions to exercise your rights (if you ask us, we will explain you all details).


If you believe that HZI has not complied with your data protection rights, you can complain to the local data protection authority who will consider the matter for you (please find a list of contacts below).

Withdrawal of your consent

If the processing of your data by HZI is based on your consent, you may withdraw your consent at any time by contacting the People and Culture Department at hr@hz-inova.com or by mail: Hitachi Zosen Inova AG, People and Culture Data Protection Administrator, Hardturmstrasse 127, 8005 Zurich, Switzerland . If you withdraw your consent, your data will no longer be processed by HZI unless there is another lawful basis to do so. If you withdraw your data or consent (if applicable) during the recruitment process, HZI may not be able to continue the recruitment process with you.

Automated decision-making

The HZI Recruitment processes are not based on automated decision-making.


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Country Specifics

Country	Specific rules (retention periods and other rules)
Switzerland	We will keep your data for standard recruitment procedure: 6 months after the end of the recruitment process for particular data subject (job applicant) We will keep your data for a talent pool: 5 years (you may withdraw your consent any time sooner) For branches of HZI AG located outside Switzerland, the retention periods for Switzerland apply, if not stated otherwise.
Germany	We will keep your data for standard recruitment procedure: 6 months after the end of the recruitment process for particular data subject (job applicant) We will keep your data for a talent pool: 5 years (you may withdraw your consent any time sooner)
United Kingdom	We will keep your data for standard recruitment procedure: 2 years after the end of the recruitment process for particular data subject (job applicant) We will keep your data for a talent pool: 5 years (you may withdraw your consent any time sooner) In compliance with the UK legislation, we process the racial and ethnic origin for the purpose of equality of opportunity and treatment and respective monitoring. You are not obliged to declare your racial or ethnic origin.
Italy	We will keep your data for standard recruitment procedure: 6 months after the end of the recruitment process for particular data subject (job applicant) We will keep your data for a talent pool: 5 years (you may withdraw your consent any time sooner)
France	We will keep your data for standard recruitment procedure: 6 months after the end of the recruitment process for particular data subject (job applicant) We will keep your data for a talent pool: 5 years (you may withdraw your consent any time sooner)
Turkey	We will keep your data for standard recruitment procedure: 6 months after the end of the recruitment process for particular data subject (job applicant) We will keep your data for a talent pool: 5 years (you may withdraw your consent any time sooner)
Slovakia	We will keep your data for standard recruitment procedure: 6 months after the end of the recruitment process for particular data subject (job applicant) We will keep your data for a talent pool: 5 years (you may withdraw your consent any time sooner)
Poland	We will keep your data for standard recruitment procedure: 6 months after the end of the recruitment process for particular data subject (job applicant) We will keep your data for a talent pool: 5 years (you may withdraw your consent any time sooner)
Sweden	We will keep your data for standard recruitment procedure: 6 months after the end of the recruitment process for particular data subject (job applicant) We will keep your data for a talent pool: 5 years (you may withdraw your consent any time sooner)
USA	We will keep your data for standard recruitment procedure: 2 years after the end of the recruitment process for particular data subject (job applicant) We will keep your data for a talent pool: 5 years (you may withdraw your consent any time sooner).
Australia	We will keep your data for standard recruitment procedure: 2 years after the end of the recruitment process for particular data subject (job applicant) We will keep your data for a talent pool: 5 years (you may withdraw your consent any time sooner).
Canada	We will keep your data for standard recruitment procedure: 2 years after the end of the recruitment process for particular data subject (job applicant) We will keep your data for a talent pool: 5 years (you may withdraw your consent any time sooner).

Controllers' Identity and Contact Details

The HZI Group consists of several companies which may be solely or jointly responsible for the processing of your data. Generally, the controller is the company where you applied for a position or all those HZI companies, where you are registered in the talent pool (Communities). If you want to contact a particular subsidiary belonging to the HZI Group as a controller, please find contact details here: <https://www.hz-inova.com/about-us/hzi-group/>. The contact details of the European HZI companies are listed below:

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Hitachi Zosen Inova Group	Registered Address, Place of Registration / Company No.
Hitachi Zosen Inova AG	Hardturmstrasse 127, 8005 Zurich, Switzerland
Hitachi Zosen Inova Service Schweiz KRB AG	Industriestrasse 6, 9470 Buchs, Switzerland
Hitachi Zosen Inova France S.à.r.l.	13, rue des Valères, 10600 Barberey-Saint-Sulpice, France
Hitachi Zosen Inova ESTI SAS	rue des Fourrières, Zone Le Champ le Cerf, 54230 Neuves Maisons, France
Hitachi Zosen Inova Deutschland GmbH	Waltherstrasse 49-51, 51069 Köln, Germany
Hitachi Zosen Inova BioMethan GmbH	Ludwig-Elsbett-Strasse 1, 27404 Zeven, Germany
Hitachi Zosen Inova Etogas GmbH	Ludwig-Elsbett-Strasse 1, 27404 Zeven, Germany
Hitachi Zosen Inova Renewable Gas Apensen GmbH	Ludwig-Elsbett-Straße 1, 27404 Zeven, Germany
Hitachi Zosen Inova Schmack GmbH	Bayernwerk 8, 92421 Schwandorf, Germany
Hitachi Zosen Inova Steinmueller GmbH	Fabrikstrasse 1, 51643 Gummersbach, Germany
Hitachi Zosen Inova Italia S.r.l.	Via Copernico 38, 20125 Milan / IT
Hitachi Zosen Inova Polska Sp.z.o.o.	ul. Bojkowska No.47 Gliwice 44 -100 Poland
Hitachi Zosen Inova Slovakia s.r.o.	Ku Bratke 5, 93405 Levice, Slovakia
HZI Jönköping Biogas AB	Miljövägen 12, SE-555 92 Jönköping, Sweden
Hitachi Zosen Inova UK Limited	"The Hub, Fowler Avenue, Farnborough Business Park, Farnborough, Hampshire GU14 7JF / UK"
HZI Service UK and Ireland Ltd	The Hub, Fowler Avenue, Farnborough Business Park, Farnborough, Hampshire GU14 7JF
Hitachi Zosen Inova UK Operations Ltd	"The Hub, Fowler Avenue, Farnborough Business Park, Farnborough, Hampshire GU14 7JF / UK"
BBV Biomethane Società Agricola a responsabilità limitata	Strada Divisione Cuneense 3, 12080 Pianfei, Italy

Regardless of which data controller is specifically responsible for you, you can contact the controller's representative for personal data protection with all your requests and questions about your personal data:

Data Protection Officer for the HZI Group (the HZI Group DPO)

E-mail: dataprotection@hz-inova.com

Hitachi Zosen Inova AG

Legal & Contract Management – HZI Group DPO

Hardturmstrasse 127

8005 Zurich

Switzerland

For EU member states, you can also use the following mail address:

Hitachi Zosen Inova Slovakia s.r.o.

HZI Group DPO

Digital Park II


Einsteinova 25

851 01 Bratislava

Slovak Republic

or e-mail: dataprotection@hz-inova.com

For German subsidiaries Hitachi Zosen Inova BioMethan GmbH, Hitachi Zosen Inova Deutschland GmbH, Hitachi Zosen Inova Steinmueller GmbH and Hitachi Zosen Inova Schmack GmbH, you can contact the DPO appointed for Germany: dhpg IT-Services GmbH, Bunsenstrasse 10a, 51647 Gummersbach, Germany, e-mail: datenschutz@dhpg.de

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If you ask us to exercise your rights, we must perform a proper identification of your person as the data subject (this is to protect your personal data).

If you think your data protection rights have been breached in any way by us, you can make a complaint to the following state authorities:

Country	Name of data protection authority	Link
Switzerland	Der Eidgenössische Datenschutz- und Öffentlichkeitsbeauftragte (EDÖB) (the Federal Data Protection and Information Commissioner)	https://www.edoeb.admin.ch/edoeb/en/home
United Kingdom	the Information Commissioner (ICO)	https://ico.org.uk/ https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/

More details about the EU national data protection authorities, and the European Data Protection Supervisor (EDPS) are available here: https://edpb.europa.eu/about-edpb/about-edpb/members_en